



Chesterfield County  
Department of Building Inspection  
(804) 748-1057  
[www.chesterfield.gov/bi](http://www.chesterfield.gov/bi)

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## Commercial Projects - Responsibilities of Individuals

PERSON	RESPONSIBILITY
<b>Architect of Record</b>	<p>Design or specify architectural construction in accordance with the VUSBC</p> <p>Affix signature and seal to County-approved architectural construction documents</p> <p>Prepare appropriate sections of the Statement of Special Inspections</p> <p>Provide for representation at the preconstruction meeting</p>
<b>Commercial Building Inspector</b>	<p>Attend preconstruction meeting</p> <p>Create and maintain project files for all commercial new construction</p> <p>Receive, review, approve or reject, and follow-up on rejected reports of special and third party inspections, including letters of completion, the Statement of Special Inspections and the Final Report of Special Inspections</p> <p>File reports of special and third party inspections in the project files</p>
<b>Commercial Inspections Supervisor</b>	<p>Review the Statement of Special Inspections at the preconstruction meeting</p> <p>Attend the preconstruction meeting</p> <p>Notify the General Contractor when a preconstruction meeting is required</p> <p>Provide copies of plan review letters, copies of code modifications, elevator package, and a copy of the Commercial Projects Manual for the preconstruction meeting</p> <p>Receive all reports of special and third party inspections and distribute to the appropriate inspector</p>

<b>Department of Fire and Life Safety Plans Reviewer</b>	Attend preconstruction meeting
<b>General Contractor</b>	<p>Coordinate the scheduling of all inspections</p> <p>Provide for representation at the preconstruction meeting</p> <p>Notify participants and coordinate the preconstruction meeting time and place with the Commercial Inspections Supervisor</p>
<b>Geotechnical Engineer of Record</b>	<p>Design or specify earthwork and foundations in accordance with the VUSBC and County requirements</p> <p>Affix signature and seal on the County-approved geotechnical report</p> <p>When required by VUSBC section 1705, provide for inspections of prepared fill</p> <p>When required by VUSBC section 1705, provide for inspections of pile foundations</p> <p>When required by VUSBC section 1705, provide for inspections of pier foundations for structures that house essential facilities that are required for post earthquake recovery</p> <p>Provide for inspections of shallow footings and foundations when not provided by the Special Inspections Engineer of Record or the County</p> <p>Provide for inspections of retaining walls when not provided by the Special Inspections Engineer of Record</p> <p>Prepare appropriate sections of the Statement of Special Inspections</p> <p>Provide for representation at the preconstruction meeting</p>
<b>Owner</b>	<p>When required by VUSBC section 1705, submit the Statement of Special Inspections to the Structural Plan Review Engineer of the Department of Building Inspections</p> <p>When required by VUSBC section 1705, retain an independent Special Inspections Engineer of Record</p> <p>Furnish the Commercial Inspections Supervisor of the Department of Building Inspections with the name of the</p>

	<p>Special Inspections Engineer of Record and any Inspection and Testing Agency retained to provide special inspections and the names of all Registered Design Professionals who will perform third party inspection when special inspections are not required</p> <p>Notify the Commercial Inspections Supervisor in the event that there is a change of any Registered design Professional who was retained for the purpose of performing inspections</p> <p>When special inspections are not required by section 1705 of the VUSBC, retain independent Registered Design Professionals to provide inspections of steel construction, cast in place concrete construction, prepared fill, pile foundations and retaining walls.</p> <p>Provide for representation at the preconstruction meeting</p> <p>Provide a complete set of plans for the preconstruction meeting</p>
<b>Special Inspections Engineer of Record</b>	<p>Directly responsible for special inspections, materials testing and related services</p> <p>When required by VUSBC section 1705, provide for inspections of fabricators of structural loadbearing members and assemblies</p> <p>When required by VUSBC section 1705, provide for inspections of steel construction</p> <p>When required by VUSBC section 1705, provide for inspections of cast in place concrete construction</p> <p>When required by VUSBC section 1705, provide for inspections of precast concrete construction</p> <p>When required by VUSBC section 1705, provide for inspections of masonry construction</p> <p>When required by VUSBC section 1705, provide for inspections of wood construction</p> <p>Provide for inspections of shallow footings and foundations when not provided by the County or the Geotechnical Engineer of Record.</p>

	<p>Provide for inspections of retaining walls when not provided by the Geotechnical Engineer of Record</p> <p>When required by VUSBC section 1705, provide for inspections of sprayed cementitious and mineral fiber fireresistive materials</p> <p>When required by VUSBC section 1705, provide for inspections of exterior insulation finish systems</p> <p>Report the results of inspections to the Commercial Inspections Supervisor of the Department of Building Inspections within seven days of the inspection</p> <p>Submit completion letters for the various items of construction as they are completed to the Commercial Inspections Supervisor of the Department of Building Inspections</p> <p>When required by VUSBC section 1705, submit the Final Report of Special Inspections to the Commercial Inspections Supervisor of the Department of Building Inspections</p> <p>Notify the appropriate Registered Design Professional and the Commercial Inspections Supervisor of the Department of Building Inspections whenever a code violation is discovered</p> <p>Prepare appropriate sections of the Statement of Special Inspections</p> <p>Provide for representation at the preconstruction meeting</p>
<b>Structural Engineer of Record</b>	<p>Design or specify structural documents in accordance with the VUSBC</p> <p>Affix signature and seal to County-approved structural construction documents</p> <p>Prepare appropriate sections of the Statement of Special Inspections</p> <p>Provide for representation at the preconstruction meeting</p>

<p>Structural Plan Review Engineer</p>	<p>Review and approve the Statement of Special Inspections prior to permit issuance</p> <p>Determine the need for a preconstruction meeting</p> <p>Notify the Commercial Inspections Supervisor when special inspections are required</p> <p>Notify the Commercial Inspections Supervisor when a preconstruction meeting is required</p>
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